

11 July 1983

MEMORANDUM FOR: Career Management Officer, OP
THROUGH: DD/OP-PA&E
FROM:
C/HRPS
SUBJECT: Recruitment Requirement FY 1983

It is requested that the attached recruitment guide be forwarded to Staff Personnel Division to establish and define requirements for the employment of a qualified applicant for the HRPS vacant position HR434, GS-12 Operations Research Analyst-Personnel.

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RECRUITMENT GUIDE

GS-07/11 Operations Research Analyst, Personnel

POSITION DESCRIPTION

Conducts research related to personnel planning and develops statistical analysis and reporting. Prepares staff papers related to planning projected personnel gains and losses, promotion flows, or yearend strength. Assists component-level personnel officers in the formulation of statistical analyses and projections. Develops software programs for use in modeling, analysis, and projections. Duties include the evaluation and analysis of data, preparation of long- and short-range analytical reports, and participation in briefings and debriefings.

SPECIFICATIONS:

EDUCATION: Bachelor's or Master's degree with at least 24 semester hours in Ops Research, Math, Statistics, Logic Programming, or courses which require substantial competence in math or statistics.

EXPERIENCE: Knowledge of FORTRAN, SAS, SPSS, or Basic Programming is desirable.

Sal Range: GS-07/11
Type Empl: Staff
Trans Paid: Yes

PATB: Yes
HHE Moved: Yes

Special Clear: Yes
Location: Hqs Area
MED: Departmental

Additional Information:

The primary focus of this requirement is on statistical analysis, with a need for some familiarity with computer science and math. Obviously writing skills will be needed in preparing reports interpreting the results of analytical efforts.